



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

April 14, 2015

Robin Head  
1828 Capitol Ave  
Des Moines, IA 50316

Dear Child Care Provider,

This letter is in regards to the April 2, 2015 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

***During the time of the spot check, you within the limitations of the numbers requirements as a category B provider. There were a few instances in February 2015 that indicated too many children were present at one time based on billing/enrollment records. We discussed the number requirements and you reported you have had several children leave care in the last several weeks who will not be returning. You have agreed to operate within the numbers requirements for your registration category and do understand that further instances could result in revocation.***

***At the time of my initial attempt to complete a spot check on March 19, 2015, I learned that you were not home due to running a brief errand. You reported you did have daycare children present this day so the children were left with a household member who is not an approved assistant. You reported that you would be able to add your husband as an assistant/substitute. We also discussed the difference between an assistant and substitute as well as those requirements. (I will list those specifically in another portion of this letter.) Please be sure to contact Registration at 1-866-448-4605 to request that a substitute be added to your registration. This individual needs to be approved by registration through background checks and finger printing before they can begin assisting or substituting for you.***

☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

***First aid kits can be purchased at any Wal-Mart, Walgreens, Target, etc. Please make sure if you are transporting you also have a kit in your vehicle.***

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

☐ 110.5(1)d Medicines are given only with written authorization from the doctor or parent.

***You have a child who is currently taking a prescribed medication. You do have the original prescription and container. I have left a medication consent form for you in the packet of forms provided to you at the time of the spot check. This document is on page 28 of the packet.***

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

***You reported you already have arrangements for a clean up crew to come in two weeks to remove some old and unusable items from your back yard and front porch area including an old swing set, old furniture, etc. This will make a larger play area for the children. Please also remove the ash tray from the back deck area as it is in a location accessible by the children.***

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

***You will need to replace or reinstall the smoke detector in the living room area. Thank you for fixing the play room's detector while I was there completing the spot check.***

☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

***For future reference, make sure that all children starting daycare have all the required forms completed and on file before they officially begin coming for care.***

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

***Please refer to page 28 of the packet provided.***

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

***Request from parents.***

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

***Request from parents. You can use page 4 of the packet of forms to assist you.***

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

***Request from parents. You can use page 4 of the packet of forms to assist you.***

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

***Request from parents.***

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

***Request from parents.***

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

x ☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is **NOT** necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: May 29, 2015.**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or [mcrawfo@dhs.state.ia.us](mailto:mcrawfo@dhs.state.ia.us) if you have any questions regarding this letter.

Sincerely,

*Melissa Crawford*  
Melissa Crawford  
Social Worker II

*C. Mark Chappelle*  
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).